Billing Official & Accounting Office C.A.R.E. EDI Transaction Management Steps

U.S. Bank C.A.R.E. - Netscape

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U.S. Bank C.A.R.E. Transaction Management

File View Help

Managing Accts | Cardholder Accts | Transactions | Transaction Log

Select a managing account and cycle to view summary information.

Managing Account Number	Managing Account Name
4716304555591463	ABBOTT, ALBERT N
4716304555595134	BARTEL, JOSEPH M
4716304556042847	BARTEL, JOSEPH M
4716304556145699	BROOMALL, HUGH
4716304556145707	BROOMALL, HUGH
4716304556145715	BROOMALL, HUGH
4716304555595472	CHALMERS,G,V
4716304555597353	CONDIE, EARL B
4716304556145665	CONDIE, EARL B
4716304556187089	EASTBURN, KATHLEEN L
4716304556186719	EASTBURN, KATHLEEN L
4716304556186735	EASTBURN, KATHLEEN L
4716304556187097	EASTBURN, KATHLEEN L
4716304556265323	EASTBURN,KATHLEEN,L
4716304556140872	GIOIA, ALYSON
4716304556140880	GIOIA, ALYSON
4716304555909830	GRINNAGE, DAVID J
4716304556145681	KEARNS, CHRISTOPHER J
4716304555591455	KLABUNDE, PETER A
4716304555600447	KLABUNDE, PETER A
4716304556040981	KLABUNDE, PETER A
4716304556041021	KLABUNDE, PETER A
4716304555592073	KNOTTS, FRANK B
4716304555588469	MEHAN, RONALD G
4716304555909848	MEHAN, RONALD G
4716304556041104	MEHAN, RONALD G
4716304556145673	MEHAN, RONDALD G
4716304556145657	QUINTANA, JOSE
4716304556152182	QUINTANA, JOSE
4716304555591471	RICH,DAVID,B

Cycle Date

NOTE: If there are too many Billing Official accounts to display, CARE will prompt you for a Billing Official's account Number. If so, enter the account number of the Billing Official you want to review.

(Go to the next slide).

Managing Account Summary Information for Selected Cycle

Cardholder Statements Pending:
Cardholder Statements Approved:
Cardholder Statements Returned:
Total Number of Cardholder Accounts:

EDI Enabled:
Invoice Amount:
Cycle Status:

Transactions Pending:
Total Amount Pending:
Transactions Approved:
Total Amount Approved:
Transactions Disputed:
Total Amount Disputed:

Total Number of Transactions:
Total Amount of Transactions:

Select a managing account and cycle to view summary information.

Managing Account Number	Managing Account Name
4716304555591463	ABBOTT, ALBERT N
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4716304556140880	GIOIA, ALYSON
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4716304556041021	KLABUNDE, PETER A
4716304555592073	KNOTTS, FRANK B
4716304555588469	MEHAN, RONALD G
4716304555909848	MEHAN, RONALD G
4716304556041104	MEHAN, RONALD G
4716304556145673	MEHAN, RONDALD G
4716304556145657	QUINTANA, JOSE
4716304556152182	QUINTANA, JOSE
4716304555591471	RICH,DAVID,B

Cycle Date
05/23/2002
04/23/2002
03/22/2002
02/22/2002
01/23/2002
12/21/2001

Managing Account Summary Information for Selected Cycle

Cardholder Statements Pending:
Cardholder Statements Approved:
Cardholder Statements Returned:
Total Number of Cardholder Accounts:

EDI Enabled:
Invoice Amount:
Cycle Status:
Certification Date:
Certified by:

Transactions Pending:
Total Amount Pending:
Transactions Approved:
Total Amount Approved:
Transactions Disputed:
Total Amount Disputed:

Total Number of Transactions:
Total Amount of Transactions:

Certify Invoice

U.S. Bank C.A.R.E. Transaction Management

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Managing Accts | Cardholder Accts | Transactions | Transaction Log

Select a managing account and cycle to view summary information.

Managing Account Number	Managing Account Name
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4716304556152182	QUINTANA, JOSE
4716304555591471	RICH,DAVID,B

Cycle Date
05/23/2002
04/23/2002
03/22/2002
02/22/2002
01/23/2002
12/21/2001

Managing Account Summary Information for Selected Cycle

Cardholder Statements Pending: **12**
Cardholder Statements Approved: **0**
Cardholder Statements Returned: **0**
Total Number of Cardholder Accounts: **1**

EDI Enabled: **N**
Invoice Amount: **2801.57**
Cycle Status: **Open**
Certification Date:
Certified by:

Transactions Pending: **3**
Total Amount Pending: **2801.57**
Transactions Approved: **0**
Total Amount Approved: **0.00**
Transactions Disputed: **0**
Total Amount Disputed: **0.00**

Total Number of Transactions: **3**
Total Amount of Transactions: **2801.57**

Certify Invoice

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File View Help

Managing Accts | Cardholder Accts | Transactions | Transaction Log

Select a cardholder account to view summary information.

Acting on behalf of Cardholder? No

Managing Account Number: **4716304555588469** Managing Account Name: **MEHAN, RONALD G**

Cardholder Account Number	Cardholder Account Name	Total Amount	Status
4716300002546977	MYERS, MARTIN J	2801.57	Open

Cardholder Account Summary Information for Selected Cycle

Cardholder Account Number:
Cardholder Name:
Cycle Date:
Statement Status:

Approval/Rejection Date:
Approved/Rejected By:

Transactions Rejected:

Transactions Pending:
Total Amount Pending:
Transactions Approved:
Total Amount Approved:
Transactions Disputed:
Total Amount Disputed:

Total Number of Transactions:
Total Amount of Transactions:

Approve

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Managing Accts | Cardholder Accts | Transactions | Transaction Log

Select a cardholder account to view summary information.

Acting on behalf of Cardholder? No

Managing Account Number: **4716304555588469** Managing Account Name: **MEHAN, RONALD G**

Cardholder Account Number	Cardholder Account Name	Total Amount	Status
4716300002546977	MYERS, MARTIN J	2801.57	Open

Cardholder Account Summary Information for Selected Cycle

Cardholder Account Number: **4716300002546977**
Cardholder Name: **MYERS, MARTIN J**
Cycle Date: **05/23/2002**
Statement Status: **Open**

Approval/Rejection Date:
Approved/Rejected By:

Transactions Rejected: **0**

Transactions Pending: **3**
Total Amount Pending: **2801.57**
Transactions Approved: **0**
Total Amount Approved: **0.00**
Transactions Disputed: **0**
Total Amount Disputed: **0.00**

Total Number of Transactions: **3**
Total Amount of Transactions: **2801.57**

Approve

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Select transaction to view detail.

Selecting a Reject Reason Code will display the legend

Acting on behalf of Cardholder? No

Account Number: **4716300002546977**

Account Name: **MYERS, MARTIN J**

Cycle Date: **05/23/2002**

Status	Trans. Date	Merchant	City	State	Amount	Rejected	Reject Reason	Purchase ID
Pending	05/16/2002	CERTIFIED PRNTG & PRMT	BROKEN ARROW	OK	2375.00			CRI NOT ENTERED
Pending	05/08/2002	OFFICE MAX 00006601	NEWARK	DE	49.45			571
Pending	05/08/2002	VERIZON	800-922-0204	NJ	377.12			0602571372

View All

Search

Transaction Detail | Additional Trans. Detail | **Trans. Line Item Detail** | Log Detail | Log Line Item Detail

Item Description	Quantity	Unit Measure	Unit Price	Tax Amount	Discount Amount	Total Amount
3.5" IBM 10 Pack Diskette	1.0000	EA	3.9900	0.00	0.00	3.99
8P Ast Ex Mk	1.0000	EA	8.5900	0.00	0.00	8.59
CDRW 4X 5 Pack	1.0000	EA	5.9900	0.00	0.00	5.99
Rubberbands #19 1lb Premi	1.0000	EA	2.8900	0.00	0.00	2.89
GP Copier 10 Ream Case	1.0000	EA	27.9900	0.00	0.00	27.99

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Managing Accts | Cardholder Accts | **Transactions** | Transaction Log

Select transaction to view detail.

Selecting a Reject Reason Code will display the legend

Acting on behalf of Cardholder? No

Account Number: **4716300002546977**

Account Name: **MYERS, MARTIN J**

Cycle Date: **05/23/2002**

Status	Trans. Date	Merchant	City	State	Amount	Rejected	Reject Reason	Purchase ID
Pending	05/16/2002	CERTIFIED PRNTG & PRMT	BROKEN ARROW	OK	2375.00			CRI NOT ENTERED
Pending	05/08/2002	OFFICE MAX 00006601	NEWARK	DE	49.45			571
Pending	05/08/2002	VERIZON	800-922-0204	NJ	377.12			0602571372

View All

Search

Transaction Detail | **Additional Trans. Detail** | Trans. Line Item Detail | Log Detail | Log Line Item Detail

Sales Tax: **0.00**

Freight Amount: **0.00**

Miscellaneous Amount: **0.00**

Currency: **U.S. Dollar**

Source Amount: **49.45**

Authorization Number: **020058**

Reference Number: **24399002128188066005088**

Purchase ID: **571**

Memo Post Flag:

Approve

Dispute

Reallocate

Reject

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Select transaction to view detail.

Selecting a Reject Reason Code will display the legend

Acting on behalf of Cardholder? No

Account Number: **4716300002546977**

Account Name: **MYERS, MARTIN J**

Cycle Date: **05/23/2002**

Status	Trans. Date	Merchant	City	State	Amount	Rejected	Reject Reason	Purchase ID
Pending	05/16/2002	CERTIFIED PRNTG & PRMT	BROKEN ARROW	OK	2375.00			CRI NOT ENTERED
Pending	05/08/2002	OFFICE MAX 00006601	NEWARK	DE	49.45			571
Pending	05/08/2002	VERIZON	800-922-0204	NJ	377.12			0602571372

View All

Search

Transaction Detail | Additional Trans. Detail | **Trans. Line Item Detail** | Log Detail | Log Line Item Detail

Item Description	Quantity	Unit Measure	Unit Price	Tax Amount	Discount Amount	Total Amount
3.5" IBM 10 Pack Diskette	1.0000	EA	3.9900	0.00	0.00	3.99
8P Ast Ex Mk	1.0000	EA	8.5900	0.00	0.00	8.59
CDRW 4X 5 Pack	1.0000	EA	5.9900	0.00	0.00	5.99
Rubberbands #19 1lb Premi	1.0000	EA	2.8900	0.00	0.00	2.89
GP Copier 10 Ream Case	1.0000	EA	27.9900	0.00	0.00	27.99

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Select transaction to view detail.

Selecting a Reject Reason Code will display the legend

Acting on behalf of Cardholder? No

Account Number: **4716300002546977**

Account Name: **MYERS, MARTIN J**

Cycle Date: **05/23/2002**

Status	Trans. Date	Merchant	City	State	Amount	Rejected	Reject Reason	Purchase ID
Pending	05/16/2002	CERTIFIED PRNTG & PRMT	BROKEN ARROW	OK	2375.00			CRI NOT ENTERED
Pending	05/08/2002	OFFICE MAX 00006601	NEWARK	DE	49.45			571
Pending	05/08/2002	VERIZON	800-922-0204	NJ	377.12			0602571372

View All

Search

Transaction Detail | Additional Trans. Detail | Trans. Line Item Detail | **Log Detail** | Log Line Item Detail

Transaction Date: / /

Date Received: / /

Need Date: / /

Due Date: / /

Merchant:

Transaction Amt.: 0.00

Sales Tax: 0.00

Freight Amount: 0.00

Misc. Amount: 0.00

Source Currency:

Source Amount: 0.00

Requestor Name:

Trans. Method:

Authorization #:

Vendor Order #:

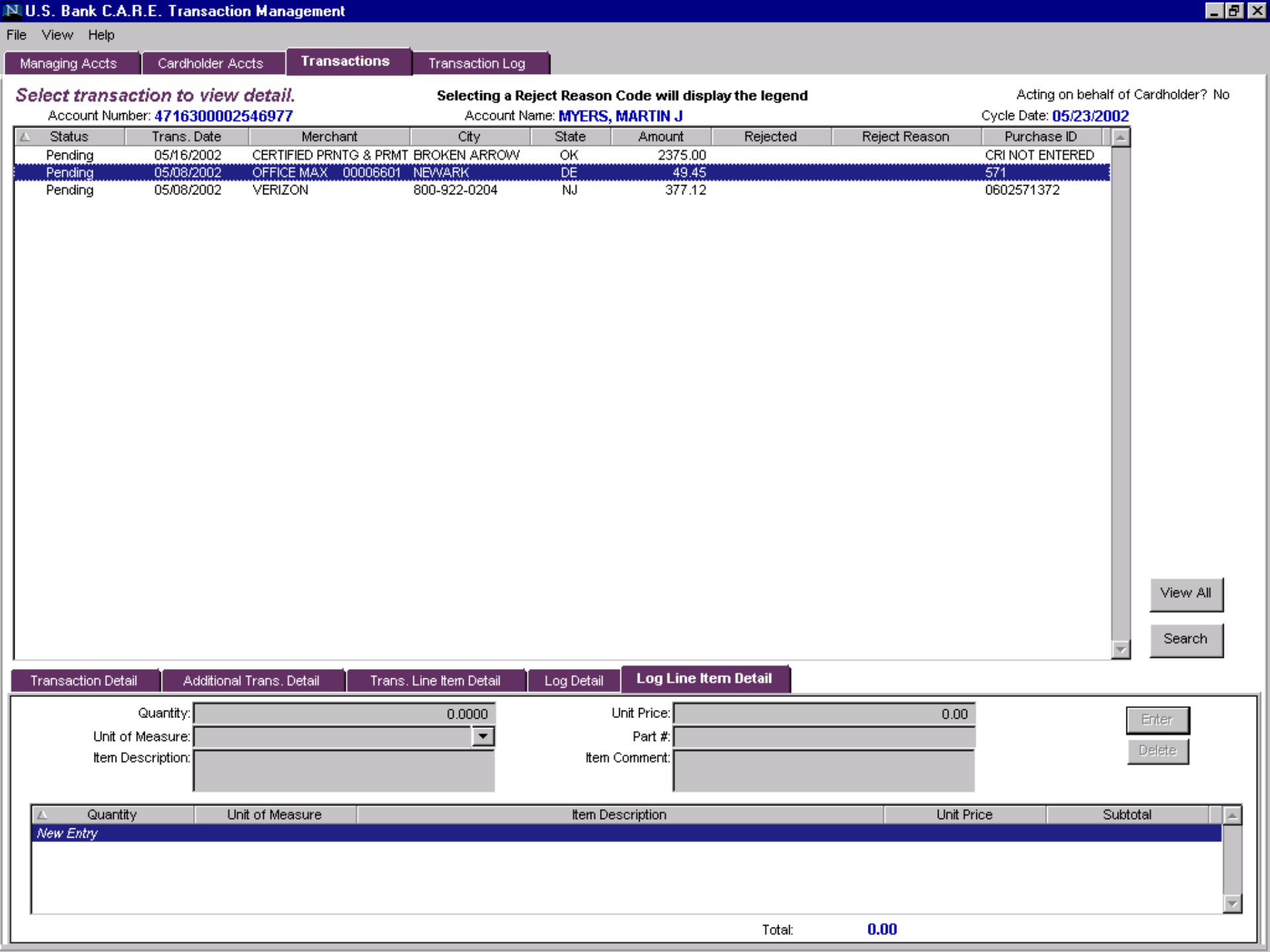
Other:

Shipped To:

Comment:

Save Log

Reconcile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Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Acting on behalf of Cardholder? No
Account Number: 4716300002546977
Account Name: MYERS, MARTIN J
Cycle Date: 05/23/2002
Status | Trans. Date | Merchant | City | State | Amount | Rejected | Reject Reason | Purchase ID
Pending | 05/16/2002 | CERTIFIED PRNTG & PRMT | BROKEN ARROW | OK | 2375.00 | | | CRI NOT ENTERED
Pending | 05/08/2002 | OFFICE MAX 00006601 | NEWARK | DE | 49.45 | | | 571
Pending | 05/08/2002 | VERIZON | 800-922-0204 | NJ | 377.12 | | | 0602571372
View All
Search
Transaction Detail
Additional Trans. Detail
Trans. Line Item Detail
Log Detail
Log Line Item Detail
Quantity: 0.0000
Unit of Measure:
Item Description:
Unit Price: 0.00
Part #:
Item Comment:
Enter
Delete
Quantity | Unit of Measure | Item Description | Unit Price | Subtotal
New Entry
Total: 0.00

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File View Help

Managing Accts | Cardholder Accts | Transactions | **Transaction Log**

Log transaction to record detail.

Acting on behalf of Cardholder? No

Account Number: **4716300002546977** Account Name: **MYERS, MARTIN J**

Trans. Date	Merchant	Amount	Requestor Name	Comment
New Entry				

Total Amount of Log Entries: **0.00** Total Number of Log Entries: **0**

Log Detail | Log Line Item Detail

Transaction Date: / / Need Date: / / Requestor Name:

Date Received: / / Due Date: / / Trans. Method:

Authorization #:

Merchant: Vendor Order #:

Transaction Amt.: 0.00 Freight Amount: 0.00 Other:

Sales Tax: 0.00 Misc. Amount: 0.00 Shipped To:

Source Currency: Comment:

Source Amount: 0.00

Add

Remove

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Managing Accts | Cardholder Accts | Transactions | **Transaction Log**

Log transaction to record detail.

Acting on behalf of Cardholder? No

Account Number: **4716300002546977** Account Name: **MYERS, MARTIN J**

Trans. Date	Merchant	Amount	Requestor Name	Comment
New Entry				

Total Amount of Log Entries: **0.00** Total Number of Log Entries: **0**

Log Detail | **Log Line Item Detail**

Quantity: 0.0000 Unit Price: 0.00

Unit of Measure: Part #:

Item Description: Item Comment:

Enter Delete

Quantity	Unit of Measure	Item Description	Unit Price	Subtotal
New Entry				

Total: **0.00**